



Planning Department

4/26/10 (15)
TOWN OF ACTON
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MEMORANDUM

To: Steve Ledoux, Town Manager **Date:** April 9, 2010
From: Kristin K. Alexander, AICP, Assistant Town Planner *KKA*
Subject: Application Fee for Special Event Signs *R.B.*

As you know, 2010 Annual Town Meeting just passed Article 32: Amend Zoning Bylaw – Special Event Signs. Before this article was passed, applicants were asked to complete a sign application form and submit a \$45.00 fee if they wanted to install a special event sign. There was no written policy on whether an applicant could write multiple special events on one application form. Also, it was not clear whether an applicant had to reapply if (s)he wanted to add events or had to change the information on the original sign application form.

Article 32 now clarifies in the Acton Zoning Bylaw that multiple special events can be listed on one sign application (for one \$45.00 fee) and the sign application is good for one calendar year. To address the questions surrounding proposed changes to an application, the Planning Department recommends that the Board of Selectmen (1) confirm the \$45.00 filing fee to be good for one year, and (2) establish a filing fee of \$10.00 for any modifications to a special event sign application. The \$10.00 modification fee is new and should adequately cover the cost of staffs' time to collect, review, copy and file the revised paperwork. If approved, the revised special event sign application would be good for the remainder of the calendar year. The \$45.00 application fee and the \$10.00 modification fee would be made clear on the application form.

Please schedule this item for the next available Board of Selectmen meeting. If you have any questions, feel free to contact me. Thank you.